

## West Virginia Community Emergency Response Team (CERT) Program Approval Policy

A Local or County Community Emergency Response Program (CERT) in West Virginia must meet the following purpose, definition, and documentation requirements before it can be approved on the [National CERT website](#) and recognized as an official program.

### **Purpose**

The purpose of a CERT program is to educate citizens about disaster preparedness for hazards that may impact their area and train them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.

### **Definition of a CERT Program**

An official CERT Program must:

- Be operated by a local emergency response organization such as the local Fire Department or Office of Emergency Management (OEM). *Teen CERT Programs must be operated by its school or youth group-based sponsor.\**
- Conduct the CERT Basic Training Course at least once a year.
- Participate in a multi-agency exercise or conduct a CERT exercise at least once a year. *N/A to Teen CERT programs.*
- Register and provide all requested CERT program information on the [National CERT website](#). *OPTIONAL for Teen CERT programs.*

### **Documentation\*\***

The CERT Program must:

- Submit a letter of endorsement from the agency sponsor (Fire/OEM) to Volunteer West Virginia. *Teen CERT Programs must submit letter of endorsement from the school or youth group sponsor. \*If they plan to deploy outside of their school setting/hours, they must submit an additional letter of support from a local emergency response organization (Fire/OEM).*
- Sign and submit a Memorandum of Understanding with Volunteer West Virginia.
- Register and provide all requested CERT program information on the [National CERT website](#). *OPTIONAL for Teen CERT programs.*

**\*\*Submit ALL documentation to Volunteer West Virginia's Disaster Services Coordinator at [Gina.L.Namay@wv.gov](mailto:Gina.L.Namay@wv.gov)**